

DISC Newsletter

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DISC NEWSLETTER

Produced and Edited by:
Doug Quinn/BAS

Sponsored by:
DISC KQM Team

Contributors This Month

Sara Johnson

**Comments & Articles
should be directed to:**

Doug Quinn, e-mail:
douglas.quinn@state.ks.us

Bureau of Administrative Services (BAS)- Office Services By: Sara Johnson

The Office Services Unit is part of the Bureau of Administrative Services and located in the Landon State Office Building, room 751. We are comprised of 10 staff members that provide a variety of administrative support functions to DISC and to other divisions in the department.

Charlotte Thompson, Ginger Grider and Lisa Cameron make up the Data Entry Unit. They primarily provide support to the Divisions of Accounts and Reports and Personnel Services. While much of the entry into STARS has been automated, there is still data that must be entered into the system manually. They also scan and ready data for import into SHARP from all Employment Registration Forms that are submitted by applicants.

Desi Gomez is your "go to" person for most of your needs. She supervises the Data Entry Unit, orders all office supplies and furniture, handles state printer requests, coordinates repair requests with the Division of Facilities Management, provides backup to Judy Chapman by performing application migrations and also is backup to Laura Wichman for PC and software support within BAS. Desi's experience makes her a great resource for any question that you may have.

Lisa Brown supervises personnel transactions and all other administrative support functions. Her group includes Virginia Fuemmeler and Wilma Richardson. Virginia and Lisa support all personnel transactions for DISC. This includes recruitment, appointments, and employee reviews and position descriptions and profiles. They are available to help you with any other problem that may arise, such as replacing a damaged key card or helping you change your withholding. Wilma

helps out in many different areas, she is available to help you with your travel requests, typing or other needs as they come up.

Down the hall in room 706 you will find the DISC Library. Judy Chapman manages all aspects of the library. She maintains and orders all reference materials, magazine and newsletter subscriptions, performs research on topics upon request, performs application migrations, coordinates the release and distribution of all DISC publications, and produces and tracks the Cost Allocation Time Documents. The library has equipment for checkout such as television, VCR, overhead projector, and LCD projector. A training PC is located in the library with training tutorials loaded in the subjects of Word, Excel, PowerPoint and Outlook 97 products, and FileMaker Pro. If you are interested in adding your name to a distribution list to have a magazine routed to you or need to obtain books on a new application, Judy is always available to help you in your search.

Jean Pierce is scheduled to work every other day. She is our travel guru. Jean can answer just about any question about travel that may come up. She also performs a wide variety of other support functions, you name it, Jean can do it.

In addition to the above, we perform time and leave reporting, receiving and distributing mail, creating state car requests, typing, filing and just about anything else that is needed. As a unit, we have more than 167 years in state service, 75 of those with DISC. This experience makes the staff of our unit a great resource to everyone.

Memorial Day — May 27

Memorial Day was officially proclaimed on 5 May 1868 by General John Logan, national commander of the Grand Army of the Republic, in his General Order No. 11, and was first observed on 30 May 1868, when flowers were placed on the graves of Union and Confederate soldiers at Arlington National Cemetery.

The South refused to acknowledge the day, honoring their dead on separate days until after World War I (when the holiday changed from honoring just those who died fighting in the Civil War to honoring Americans who died fighting in any war). It is now celebrated in

almost every State on the last Monday in May (passed by Congress in 1968 to ensure a three day weekend for Federal holidays), though several southern states have an additional, separate day for honoring the Confederate war dead: January 19 in Texas, April 26 in Alabama, Florida, Georgia, and Mississippi; May 10 in South Carolina; and June 3 (Jefferson Davis' birthday) in Louisiana and Tennessee.

So in addition to enjoying a Monday holiday, let's all remember those who gave their lives fighting, so we can live in a free country.



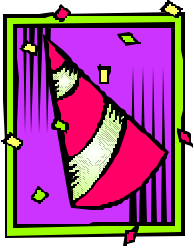
Employee Trivia Answer

The DISC employee who had the most sick leave of anyone ever to retire from State Government was Jerry Goodnow. He had more than 2500 hours of sick leave. Jerry donated more than 1,000 hours to the shared leave program before he retired. Thanks Jerry! You will be missed!

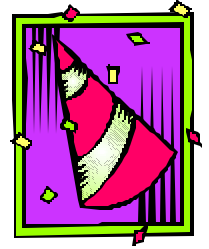
Next Month's Question: DISC has an employee who will have a poem published in the Fall 2002 edition of a national publication, which will be in the library of congress. Do you know who that employee is?



EMPLOYEE INFO



Happy May Birthdays To:



Angie Feyh

Thomas Shaughnessy

Jimmie Arnold

Todd Fritz

Ricky Willoughby

Cadre Griffin

Alan Sharp

Shirley Perry

Evan Desbien

Dimitri Zuniga

David Lord

Nancy Walden

Andy Kuhn

Paxton Lopeman

Michele DeMoss

Javier Barajas

Gary Sherrer

Bill Berns

Nikki Barnes

Wilma Richardson

New Employees **WELCOME!**

Laura
Wichman
BAS
Started
April 15



Clyde
Steel
Mail Room
Started
April 14

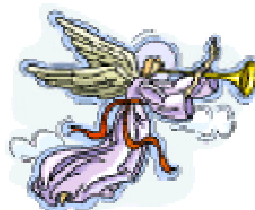


Deandre
Anderson
Mail Room
Started
April 7



Deaths:

Don Blocker's Father
LaTonya Drakes' Grandmother



Even though they are gone, you still have their memories. Our thoughts are with you.

Hospital:

Tim Griffin and Kelly Penn are both out for back surgery. Our thoughts are with you both. Get well soon!

**Department of
Administration**

**Division of Information
Systems and
Communications (DISC)**

Phone: 785-296-4886

Fax: 785-296-1168

Email: douglas.quinn@state.ks.us

Meeting Our Customer's Needs



*To all the Mothers in DISC, we hope you had a very
Happy Mother's Day!!!*

*Being a Mother is a great privilege, but it is also a
great sacrifice, and we thank you for that.*

*Someday your children will grow up and have children
of their own. Just remember it is great to spoil you grand-
children, and watch them give their parents all the prob-
lems your children gave you. After all, diaper spelled
backward is REPAID.*

HAPPY MOTHER'S DAY



Armed Force Day—Third Saturday in May

Originally, each branch of the armed forces set aside a date to honor the founding of their particular service.

Air Force Day - August 1

Army Day - April 6

Coast Guard Day - August 4

Marine Corps Day - November 10

Navy Day - October 27

tary of Defense Louis Johnson announced the creation of an Armed Forces Day to replace separate Army, Navy and Air Force Days.

The single-day celebration, Third Saturday in May, was a result of the unification of the Armed Forces under one department -- the Department of Defense.

On August 31, 1949, Secre-